



## **WATER UTILITIES DEPARTMENT SECURITY COORDINATOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To create and administer the Water Utilities Department security plan. To supervise the regular Water Utility Department Security Guard staff and to administer security contracts and staff that provide security for the water production facilities and water distribution system and related property.

### **Supervision Received and Exercised:**

Receives general supervision from the Deputy Water Utilities Department Manager or designee.

Exercises direct supervision over subordinate security staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Assess security programs, operations, processes, equipment and systems; participate in vulnerability assessments with management; read and interpret proposed and existing water utility engineering and architectural plans and specifications and provide input to promote security.
- Establish and cultivate a "culture" of security awareness among all Water Department employees; provide training on matters of security awareness; make security plan presentations to Water Department staff and others as appropriate.
- Work with key Water Department Managers and Administrators to design security systems, structures, and processes; recommend changes and improvements as appropriate; ensure security programs meet regulatory standards including the EPA's Homeland Security requirements.

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- Implement security plan and programs; monitor activities and security plan effectiveness, interface with plant personnel, WUD security staff and WUD management to ensure the integrity of security systems and equipment.
- Administer security contract(s) and oversee staff who control ingress and egress to Water Department facilities; supervise Water Utility Department Security Guard staff who patrol facilities and property to identify and respond to security breaches and call police as needed for resolution.
- Serve as the Water Department's security liaison with Tempe Police Department, outside security agencies (i.e. Water Information Sharing and Analysis Center, FBI), and other City departments as appropriate.
- Write security related proposals and reports; prepare security awareness training materials.
- Participate in budget administration and control for security related cost center(s).
- Maintain a high level of current proficiency in security administration issues by reading and attending related classes and seminars.
- Perform other duties as assigned.

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Four years of experience providing and/or coordinating security, including two years of responsible experience coordinating the physical security plan and security operations of a large organization and one year of supervisory experience.

**Training:**

Equivalent to the completion of the twelfth grade including some training or coursework in industrial security, law enforcement, military practices, or related. An Associate of Art's degree is preferred.

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**Additional Requirements:**

Must successfully complete and pass a polygraph and background check.

Possession of, or ability to obtain an appropriate, valid Arizona Driver's license.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 8252**

**Salary Range: 35**

**FLSA: Exempt**